



City of  
Lake Stevens

2013

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# Comprehensive Emergency Management Plan

## Forward

The City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) establishes an all-hazards approach to enhance the ability of the City of Lake Stevens to manage emergencies and disasters. The purpose is to save lives; protect public health, safety of property, the economy and the environment; and foster a return to a normal way of life.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management (DEM) and the City of Lake Stevens.

This Plan is organized into four sections:

- **Base Plan** addresses Policies, Situations, Concept of Operations, Responsibilities, and Plan Maintenance.
- **Appendices** include List of Abbreviations, Acronyms, Training & Drills, Definitions, Authorities & References, and Distribution.
- **Emergency Support Functions** outline lead and supporting agencies' responsibilities, capabilities, and resources.
- **Incident Annexes** describe event specific response processes and procedures.

For Further Information Contact:

Lake Stevens Police Department  
2211 Grade Road  
Lake Stevens, WA 98258  
(425) 334-9537  
(425) 334-9842 (Fax)

## **Promulgation/Adoption**

WHEREAS, all citizens and property within the City of Lake Stevens are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all City of Lake Stevens agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the **City of Lake Stevens COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**, dated September 1<sup>st</sup> 2013. This plan can be put into action by the undersigned or our designee(s). Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

**CITY OF LAKE STEVENS  
LAKE STEVENS, WASHINGTON**

**RESOLUTION NO. 2013-14**

A RESOLUTION OF THE CITY OF LAKE STEVENS REPEALING RESOLUTION NO. 2002-3 EMERGENCY OPERATIONS PLAN FOR THE CITY OF LAKE STEVENS AND ADOPTING THE 2013 COMPREHENSIVE EMERGENCY MANAGEMENT PLAN FOR THE CITY OF LAKE STEVENS

WHEREAS, the City of Lake Stevens, in coordination with the Snohomish County Department of Emergency Management (DEM) has prepared a new 2013 Comprehensive Emergency Management Plan for the City; and

WHEREAS, emergency preparedness is essential to protect the health, safety and welfare of the community;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

SECTION 1. Resolution No. 2002-3, EMERGENCY OPERATIONS PLAN FOR THE CITY OF LAKE STEVENS, is hereby repealed.

SECTION 2. By authority of RCW Ch 38.52, the City of Lake Stevens Comprehensive Emergency Management Plan (CEMP) (which includes the National Incident Management System) attached hereto in **Exhibit A** is incorporated herein and is hereby adopted by reference.

SECTION 3. The Emergency Management Body created in the attached **Exhibit A**, Comprehensive Emergency Management Plan, shall be headed by the Emergency Management Coordinator, who shall be appointed by and directly responsible to the Mayor of the City of Lake Stevens.

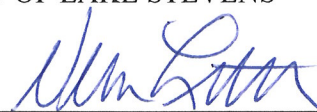
SECTION 4. The Emergency Management Coordinator shall be directly responsible for the organization, administration, and operation of the Emergency Operations Center in compliance with the City of Lake Stevens Comprehensive Emergency Management Plan and following the National Incident Management System.

SECTION 5. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

PASSED by the City Council of the City of Lake Stevens on this 12th day of November 2013.


CITY OF LAKE STEVENS

By




Vern Little, Mayor

APPROVED AS TO FORM:

By   
Grant K. Weed, City Attorney

ATTEST:

By   
Norma J. Scott, City Clerk/Admin. Asst.

## **Emergency Contact Numbers**

If immediate city emergency or disaster assistance is required, please call 911 or contact the City of Lake Stevens Emergency Management Office at: **(425)-334-9537**

City business hours are as follows: 9:00 – 5:00, Monday – Friday.

After hours, weekends, and holidays: Contact SNOPAC 911 Communications Center at (425) 407-3930 and request a duty officer contact you by call back number.

Vern Little – Mayor  
Office: 425- 334-1012

Jan Berg – City Administrator  
Office: 425- 334-1012

Dan Lorentzen – Interim Chief of Police  
Office: 425-334-9537

Craig Valvick – Emergency Management Coordinator  
Office: 425- 334-9537

Mick Monken – Public Works Director  
Office: 425- 334-1012

### **DEM Monitored Radio Frequencies:**

SERS 800 MHz System (call sign DEM)  
DEM OPS  
EOC Hail

VHF System (call sign DEM)  
154.055 PL Tone 127.3

## Approval and Implementation

The City of Lake Stevens comprehensive emergency management plan (CEMP) establishes an all-hazards approach to enhance the ability of City of Lake Stevens to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life. This CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management (DEM), County and City of Lake Stevens governmental and public safety agencies, appropriate subject matter experts, and volunteer organizations. This version, dated September 1<sup>st</sup> 2013, supersedes all previous editions.

The City of Lake Stevens CEMP is organized in accordance with FEMA's November 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document. It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.

Overall, the accomplishment of the activities outlined in this document is the responsibility of the City of Lake Stevens Mayor. In recognition of the professionalism of the emergency management officials in my/our jurisdiction, I/we authorize the Emergency Management Coordinator to make changes to the annexes and/or appendices; however, changes to the basic plan require my/our signature to become effective.

Signed by:

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Mayor, City Of Lake Stevens

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Date

## Record of Distribution

[illegible]



## Record of Revision

[illegible]



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## I. INTRODUCTION

Emergency management is a vital method of organization and management of resources and responsibilities for dealing with all aspects of emergencies, including mitigation, preparedness, response, and recovery. It involves the plans, processes, structures, systems and arrangements established to engage the endeavors of government, volunteer, and private agencies to respond to the entire spectrum of emergency management needs in a comprehensive and coordinated manner.

This plan is advisory and does not supersede departmental policies, place mandatory or affirmative obligations upon any party or governmental entity, nor confer rights to any third party. Throughout the document terms such as “shall,” “should,” “will,” “may,” “might,” or “can” are used. Use of these terms is not intended to place affirmative obligations; rather, the intent is that the agency, entity, person, or party, when called upon to act in an emergency situation, will use their best efforts, as personnel and resources allow, to accomplish the identified tasks related to emergency functions.

### A. Purpose

The City of Lake Stevens will mitigate, prepare for, respond to, and recover from disasters (both natural and manmade) to the best of its ability with its available resources for the purpose of protecting lives, property, the environment, and the economy. The purpose of this document is to provide a framework from which to operate in the provision of a coordinated response to emergency situations; specifically, it establishes the responsibilities of participating agencies, commissions, boards, and councils. In addition to response efforts, this plan also outlines mitigation, preparedness, and recovery activities.

The City of Lake Stevens CEMP consists of a basic plan, functional annexes, hazard-specific appendices, and implementing instructions. The **Basic Plan** describes the structure and processes comprising a jurisdictional approach to incident management, i.e. it is designed to integrate the efforts and resources of local, private sector, and nongovernmental organizations. It includes planning assumptions, roles and responsibilities, concept of operations, incident management actions, and plan maintenance instructions.

The **Emergency Support Functions (ESF)** adds specific information and direction to the CEMP with a focus on critical operational functions and who is responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency. While the Basic Plan provides broad, overarching information relevant to the CEMP as a whole, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function.

**Hazard-Specific Appendices** identify hazard-specific risk areas and evacuation routes, specify provisions and protocols for warning the public and disseminating emergency public information, and specify the types of protective equipment and detection devices for responders. These appendices have tabs that serve as work aids for items including maps, charts, tables, checklists, resource inventories, and summaries of critical information. Finally,

**Implementing Instructions** may be included as attachments or referenced. For example, the Evacuation Annex may be made clearer by attaching maps marked with evacuation routes to it. Because these routes may change depending on the location of the hazard, maps may also be included in the Hazard-Specific Appendices to the Evacuation Annex.

## **B. Scope**

When activated by the City of Lake Stevens Mayor or designee, the City of Lake Stevens CEMP addresses activities within the City of Lake Stevens and its incorporated areas and is applicable to all City of Lake Stevens departments and agencies that may be requested to provide assistance or conduct operations in the context of actual or potential incidents.

## **C. Limitations**

The City of Lake Stevens will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, municipal resources and systems may be overwhelmed. The responsibilities and tenants outline in the CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this Plan that a perfect response to emergency or disaster incidents will be practical or possible.

# **II. SITUATION**

## **A. Hazard Analysis and Mitigation Overview**

This CEMP considers the man-made and natural disasters and emergencies as described in both the 2004 Snohomish County Hazards Identification and Vulnerability Analysis (HIVA) and 2004 Snohomish County Natural Hazards Mitigation Plan (NHMP). Of particular importance to the City of Lake Stevens and its participants are the following:

1. **Unique/Catastrophic Hazards.** Although unlikely, the threat of *Earthquakes, Volcanic Activity, Hazardous Material Spills, Civil Unrest and Terrorism* exists. In the event one (or more) of these incidents should occur, the City of Lake Stevens will almost certainly be heavily affected, which will in turn require the activation of this CEMP.
2. **High Probability Hazards.** City of Lake Stevens routinely experiences Severe Storms and Flooding. Although not always damaging, because of their frequent occurrence these hazards must be planned for.
3. **Mitigation Overview.** The City of Lake Stevens has been participating as a planning partner during the 2010 update to the Snohomish County NHMP.

## **B. Capability Assessment**

The City of Lake Stevens conducts an annual capability assessment in conjunction with the Snohomish County DEM in order to identify capabilities necessary to address the jurisdiction's hazards. This assessment is maintained and updated separately.

### **C. Planning Assumptions**

1. An emergency or disaster may occur with no advance warning and quickly overcome not only the City of Lake Stevens' response capabilities, but the surrounding areas as well.
2. The City of Lake Stevens will make every reasonable effort to respond in the event of an emergency or disaster; however, the ability to fulfill the responsibilities and tenets outlined in this plan are subject to the extent of the situation and availability of resources.
3. The City of Lake Stevens will manage emergency management operations within its jurisdictional borders in accordance with the principles outlined in the National Incident Management System (NIMS).
4. A large-scale incident may result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and significant damage to the environment. It may also attract a large influx of spontaneous volunteers and supplies.
5. Depending upon the magnitude of the disaster, outside assistance may be delayed indefinitely. City of Lake Stevens' residents, businesses, and industry should plan to be self-sufficient for a minimum of seven days.
6. Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.
7. Emergency medical facilities may be overloaded and shortage of medical supplies may exist.
8. The City of Lake Stevens and Snohomish County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or assistance may be delayed dependent upon the magnitude of the disaster.
9. The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to mitigate, prepare for, respond to, and recover from large-scale incidents. These efforts may require prolonged, sustained incident management operations and support activities.
10. During an incident, the top priorities for incident management will be:
  - (a) Save lives and protect the health and safety of the public, responders, and recovery workers.
  - (b) Protect property and mitigate damages and impacts to individuals, communities, the environment and economy.
  - (c) Protect and restore critical infrastructure and key resources.
  - (d) Facilitate the recovery of individuals, families, businesses, governments, and the environment.

### III. CONCEPT OF OPERATIONS

Emergency management functions are mutually supporting methods of creating resilient communities. The purpose of this paragraph is to describe, in general terms, the overall concept of the response to a disaster and the events associated with the various phases of emergency management during “day-to-day” operations. The City of Lake Stevens organizes and manages its emergency management activities utilizing the concepts and principles described in the December 2008 National Incident Management System (NIMS) document.

#### A. Normal Operations

In accordance with the RCW, overall direction and control of emergency management operations within a political subdivision is the responsibility of the City of Lake Stevens Mayor.

1. **Mitigation.** The **mitigation function** includes programs, plans, and activities designed to eliminate or reduce the degree of long term risk to life and property, and to reduce future losses from disasters or events. Mitigation efforts undertaken by City of Lake Stevens include:
  - (a) Participate in Snohomish County’s Natural Hazard Mitigation planning efforts by providing input on the county’s overall mitigation plan and creating a jurisdictional annex to that plan.
  - (b) Identify and maintain an inventory of potential mitigation opportunities throughout the city for possible future grant funding.
2. **Preparedness.** **Preparedness** involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families and individuals that provide the capability to prepare for and to survive a disaster or event. Before a disaster strikes, city, county, and other government agencies shall take steps to reduce the impacts. These steps should include, but are not limited to:
  - (a) Conduct continuous planning studies of potential disaster elements in the city and develop a Comprehensive Emergency Management Plan (CEMP) that outlines how the City of Lake Stevens shall respond.
  - (b) Review disaster readiness capabilities and upgrade procedures to keep abreast of changing and evolving emergency management and response technology.
  - (c) Encourage and maintain interagency cooperation and coordination of readiness planning.
  - (d) Maintain vehicles, equipment, and facilities in a ready condition.
  - (e) Conduct public information and educational programs on disaster preparedness, personal safety, and sustainability.
  - (f) Test and gauge response capabilities by conducting and participating in training, drills, and exercises. Establish and test “call-down trees” in the event of an emergency.
3. **Response.** The **response function** includes actions taken immediately before, during, or directly after an emergency to save lives, minimize damage, and to enhance recovery activities. All agencies involved in response shall:



Response – Increased Readiness Period

- (a) Comply with established checklists and review response status and procedures.
- (b) Notify key personnel according to existing SOPs.
- (c) Notify the appropriate organizations.
- (d) Prepare and update necessary information for public information.
- (e) Activate the appropriate Emergency Operations Center (EOC).
- (f) If possible, initiate mitigation and preparedness programs to reduce the effects of the event.
- (g) Initiate all record-keeping, data collection, and control measures to quality control.

Response – Emergency Period

- (a) Initiate and conduct disaster response operations in accordance with established SOPs.
  - (b) Coordinate their response with all involved agencies and jurisdictions through the EOC.
  - (c) Keep the public and government officials advised of actions taken.
  - (d) Assess and evaluate the effectiveness of emergency response efforts and establish priorities in the application of resources.
  - (e) Ensure accurate record-keeping, data collection, and control measures are maintained.
  - (f) Account for the safety and well-being of responders and their families.
4. Recovery. The **recovery function** involves actions taken to return vital life support systems to minimum operating standards, and long term activities to return life to “normal” or improved levels. After the threat to life and property has passed those agencies involved in response shall:
- (a) Obtain detailed damage assessment information.
  - (b) Coordinate the application of resources to meet the long term needs of the jurisdiction.
  - (c) Identify deficiencies in response, conduct after action critiques, and implement actions for improvement.

**B. Emergency Operations**

The chief executive(s) of the municipality, upon determining that a disaster exists within their jurisdiction with the potential to affect life, property, or the public peace, may, under RCW 35.33.081 or RCW 36.40.180 and RCW 38.52.070(2) proclaim a state of emergency.

Delegation of this responsibility shall be in writing and a copy provided to the Snohomish County DEM Director.

1. Incident. A disaster is either imminent or has occurred. Local agencies respond in accordance with their departmental policies and procedures. If a determination is made that this event cannot be safely terminated by City of Lake Stevens resources, is multi-jurisdictional, or for any other reason will require county, state, or federal resources, the Incident Commander (IC) will request activation of the Emergency Operations Center.

2. Activation. The decision to activate the City of Lake Stevens EOC is made by the City of Lake Stevens Mayor or their designee. The City of Lake Stevens EOC operates at three separate levels depending on the size and complexity of the situation, as well as the anticipated need for coordination and support. The levels of activation are:
  - (a) **Level I** activation involves minor emergencies and will be primarily staffed from existing personnel and resources.
  - (b) **Level II** activation involves incidents which have special characteristics requiring response by multiple departments and agencies. This level of activation may require support from agencies outside of City of Lake Stevens and overnight operations.
  - (c) **Level III** activation involves catastrophic incidents, which will require a coordinated response from all levels of government and emergency services throughout the county in order to save lives and protect property. This level activation will require extended 24/7 operations and utilization of all city personnel.

Once activated, the EOC will:

- Save and protect the greatest number of people at risk
- Ensure the safety of first responders and City employees
- Save and protect as many residential, business and industrial properties as possible
- Save and protect as much vital infrastructure as possible
- Restrain the spread of environmental damage
- Minimize human suffering and economic interruptions
- Facilitate the recovery of Lake Stevens to get “back to normal as quickly as possible”
- Continue to operate until the City of Lake Stevens Mayor or their designee, in consultation with the on-scene IC, determine EOC assistance is no longer required.

### **C. Contingency Emergency Operations Plan**

3. Emergency Proclamation/Request for Outside Assistance. When a disaster exceeds the jurisdiction’s capabilities, the Mayor may issue a proclamation of emergency and request additional assistance through the Snohomish County Executive to DEM. If the disaster should exceed the capabilities of the county, the county executive may issue a proclamation of emergency and request additional assistance through Washington State Emergency Management Division or to the Governor.
4. Concurrent Implementation of Multi-Jurisdictional Plans.
  - (a) The Snohomish County CEMP (Aug, 2009) Basic Plan establishes general policy and guidance for county-wide emergency response, defines a general concept of how government will respond, and assigns responsibilities to agencies and organizations.
  - (b) By law, the City of Lake Stevens Mayor is responsible for disaster operations in their jurisdiction, while the county executive is the responsible official in the unincorporated areas. Thus, the City of Lake Stevens retains the authority and responsibility for

direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries.

- (c) Large-scale disaster operations will be conducted by city and county forces, supplemented as necessary by trained auxiliaries, established cadres, and by work forces available within the local communities. Use will be made of available mutual aid from local, state, and federal agencies including, but not limited to, mutual aid agreements between existing emergency management activities coordinated by DEM.

#### **D. Operations under Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS)**

The DHS National Terrorism Advisory System (NTAS) has two alert levels:

**Elevated** Warns of a credible terrorist threat against the United States.

**Imminent** Warns of a credible, specific, and impending terrorist threat against the United States.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires and therefore there will not be a constant NTAS Alert or blanket warning of an overarching threat.

Due to the unpredictable nature of terrorism (little or no warning of an attack), citizens should remain ever vigilant to the possibility of an attack and report suspicious behavior to local law enforcement for investigation.

Beneath each NTAS Alert Level are suggested Protective Measures, recognizing that the heads of City departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

1. **General Conditions – Normal Operations.** City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
  - Refining and exercising as appropriate preplanned Protective Measures.
  - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures.
  - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
2. **Elevated Alert Level.** This condition is declared when there is a credible terrorist threat against the United States. City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
  - Checking communications with designated emergency response or command locations.
  - Reviewing and updating emergency response procedures.

- Providing the public with any information that would strengthen its ability to act appropriately.
- Increasing surveillance of critical locations.
- Coordinating emergency plans as appropriate with nearby jurisdictions.
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures.
- Implementing, as appropriate, contingency and emergency response plans.

3. **Imminent Alert Level.** This condition is declared when there is a credible, specific, and impending terrorist threat against the United States. In addition to the Protective Measures noted above, City departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Disseminating the Imminent Alert advisory when the alert is issued.
- Contacting all personnel to ascertain their recall availability, modifying staffing schedule as needed.
- Placing EOC on Stand-by or Activating based on the specificity of the threat.
- Testing, maintaining, and monitoring communications and warning systems.
- Checking all equipment for operational readiness, filling fuel tanks, and checking specialized equipment.
- Checking inventory of all critical supplies and re-ordering if necessary.
- Be alert to suspicious activity and report it.
- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation.
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce.
- Limiting access points to critical infrastructure facilities and enforcing entry control procedures.
- Enforcing parking of vehicles away from sensitive buildings.
- Keeping critical response vehicles in a secure area and keeping all garage doors closed.
- Locking all exterior doors except main entrances; checking all visitors' identification and requiring all visitors to sign in; insuring all contractors have valid work orders, identification, and that they remove all unnecessary tools and equipment.
- Reviewing all SOPs and the City Emergency Operations Plan.
- Implementing staffing/recall plans. Heads of all departments shall stay at or be in direct communications with their departments.
- Considering releasing all non-critical personnel.
- Ensuring 24 hour access to the County Executive, Council, and all municipal mayors and/or their alternates.
- Ensuring communications with local TV/Radio stations.
- Briefing all EOC staff, government and first responders of any evacuation routes or any information concerning alert status.
- Ensuring regular welfare checks of critical personnel and facilities.
- Placing on high alert specialized teams including crisis counselors.

- Being prepared to control access and evacuation routes to all critical infrastructures and facilities.
- Making positive identifications of all vehicles in staging and support areas.
- Restricting all parking within close proximity to all critical buildings.
- Controlling access and requiring positive identifications of all persons in critical infrastructure areas.
- Searching everything brought into critical facilities. Accepting only expected deliveries; any suspicious packages should be opened outside.
- Securing all access points.
- Making frequent checks of all perimeters and grounds of all critical facilities.
- Utilizing volunteer or career personnel to provide 24 hour security watches in critical facilities.
- Assigning emergency response personnel; pre-positioning and mobilizing specially trained teams or resources.
- Monitoring, redirecting, or constraining transportation systems.
- Closing public and government facilities.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Incident management activities will be carried out according to existing departmental plans and shall be coordinated by using the Incident Command System (ICS).

- A. Federal Government: See the National Response Framework (NRF), January 2008**
- B. State Government: See the Washington State Comprehensive Emergency Management Plan (CEMP), March 2003**
- C. County Government: See the Snohomish County Comprehensive Emergency Management Plan (CEMP), Aug 2009**
- D. City of Lake Stevens Government**
  - 1. The Mayor and/or Senior Officials should:**
    - (a) Establish policy and make major decisions.
    - (b) Order Evacuations as necessary.
    - (c) Suspend local ordinances when necessary to support emergency operations.
    - (d) Direct emergency operations and provide liaisons as necessary.
    - (e) Preserve continuity of government.
    - (f) Issue a Proclamation of Emergency and Request for Assistance as needed.
    - (g) Request additional assistance on behalf of the City through the Snohomish County Department of Emergency Management.
    - (h) Inform and warn public
    - (i) Ensure the implementation of emergency response and recovery plans.
    - (j) Provide consistent public information in coordination with the Snohomish County DEM and the County Joint Information Center (JIC).

**2. The City of Lake Stevens Council should:**

- (a) Adopt and enact ordinances/resolutions and appropriate revenue.
- (b) Conduct public hearings and/or meetings, and take action to inform the public and identify emergency needs.
- (c) Provide for the continuity of government and temporarily fill any vacancies of an elected official by appointment.

**3. The City of Lake Stevens Emergency Management Coordinator (in conjunction with Snohomish County DEM) should:**

- (a) Be responsible for updating this Plan.
- (b) Coordinate emergency activities of local agencies in preparing and responding to disasters and/or events.
- (c) Provide communication coordination for response agencies during a disaster.
- (d) Assist elected officials by providing staff assistance in a disaster.
- (e) Act as a point-of-contact for requesting disaster assistance from other governmental agencies (except mutual aid).
- (f) Prepare damage assessment, incident reports, or other disaster analysis reports as necessary.
- (g) Warn the public of impending disasters and provide adequate instructions before, during, and after an emergency event.
- (h) Provide reconnaissance and field operations teams.
- (i) Provide public information and education as it pertains to preparedness and response.
- (j) Coordinate resource availability and use.
- (k) Maintain current Standard Operating Procedures (SOPs) for the City of Lake Stevens emergency management functions.

**4. The Lake Stevens Police Department Should:**

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy law enforcement and traffic control operations.
- (c) Conduct windshield surveys within City limits.
- (d) Alert and warn the public.
- (e) Enforce laws and apprehend offenders.
- (f) Provide damage assessment surveys and report into EOC.
- (g) Provide security at specified locations.
- (h) Provide animal control services.
- (i) Assist the Snohomish County Coroner's office with temporary morgue management.
- (j) Collect and evaluate information about the incident and forward to the Emergency Operation Center (EOC) as appropriate.
- (k) Use suitable crowd and traffic control procedures to limit access to the disaster area and/or provide on scene perimeter control.
- (l) Assist in warning and carryout the evacuation of citizens from the affected area.
- (m) Provide field Incident Commander for:
  - Traffic Accident
  - Civil Disturbance

- Major Electrical Outage
  - Terrorism
  - Bomb Threat
  - State of
- (n) Carry out search and rescue missions
- (o) Provide mutual aid as available

**5. The City Directors and Department Heads Should:**

- (a) Establish procedures to ensure the preservation of essential records and data, and maintain the continuity of essential services
- (b) Determine internal chain of command and succession authority to ensure continuity of leadership and operations.
- (c) Establish policies and procedures for tracking disaster operations, overtime and other associated costs.
- (d) Designate primary and alternate locations from which to establish internal direction and control of activities.
- (p) Make staff available, when requested by the City Lake Stevens Emergency Management Coordinator for appropriate training, planning, exercise design and emergency assignments, such as EOC operations.
- (q) Provide staffing to support the EOC operations, damage assessments and/or liaison with other agencies and organizations when requested by the EOC manager.
- (r) When indicated, activate internal emergency operational procedures. This includes internal communications, conducting roll-call and accountability of personnel, conducting damage assessment, evaluating needed resources, and continually communicating this and related information to the EOC.
- (s) Maintain current SOPs.
- (t) Process any applicable forms needed for personal or real property claims.
- (u) Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.

**6. The City Department of Finance/Treasury/City Clerk should:**

- (a) Ensure disaster related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- (b) Remove and secure public records as necessary.
- (c) Provide personnel for other agencies or for damage assessment teams as needed.
- (d) Maintain current SOPs.

**7. City Public Works should:**

- (a) Maintain and/or repair major thoroughfares for emergency vehicles.
- (b) Provide refuse and/or debris removal or disposal.
- (c) Keep storm water systems operational.
- (d) Provide barricades and other traffic control equipment as needed.
- (e) Conduct windshield surveys within City limits.
- (f) Provide equipment and operators to assist in emergency situations.
- (g) Provide damage assessment reports.

- (h) Provide information on current road conditions.
  - (i) Assess post-event serviceability of facilities and structures.
  - (j) Assist with search and rescue operations.
  - (k) Assist with establishing emergency power (hook up generators) to city facilities.
  - (l) Provide equipment and operators to assist other agencies/departments with disaster responsibilities.
  - (m) Provide information on road conditions and status.
  - (n) Assist in the City of Lake Stevens EOC as requested.
  - (o) Maintain current SOPs.
- 

**8. Lake Stevens Fire Protection District 8 Should:**

- (a) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (b) Mobilize and deploy fire resources for the protection of life, property, and the environment.
- (c) Prevent and suppress fires and mitigate hazardous material incidents.
- (d) Assist with search and rescue operations.
- (e) Conduct windshield survey within City limits.
- (f) Provide mutual aid, if requested and available.
- (g) Assist Police with alerting and warning, evacuation efforts, and traffic and crowd control as needed.
- (h) Collect and evaluate information about the incident and forward to the Emergency Operations Center (EOC).
  - Provide on-scene medical assistance.
  - Provide the field Incident Commander for:
    - Fire
    - Flood
    - Hazardous Materials
    - Earthquake
    - Downed Aircraft
    - Radiological Incidents
    - Industrial Accidents
    - Severe Weather
- (i) Provide damage assessment reports to the EOC.
- (j) Maintain current suggested operating guidelines for the department's disaster responsibilities.

**9. Private Sector should:**

- (a) Create business continuity plans in order to facilitate their ability to recover from incidents that impact their personnel and facilities.
- (b) Collaborate with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- (c) Develop and exercise emergency plans before an incident occurs.
- (d) When appropriate, establish mutual aid and assistance agreements to provide specific response capabilities.



- (e) Provide assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.
- (f) Provide damage assessment reports to the EOC.

**10. Citizens should:**

- (a) Reduce hazards in and around their homes to lessen the amount of damage caused by an incident.
- (b) Prepare a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to be self-sufficient following a disaster for a minimum of seven days and possibly longer.
- (c) Monitor emergency communications carefully to decrease their risk of injury, keep emergency routes open to response personnel, and diminish demands on landline and cellular communication.

**11. Snohomish County DEM Should**

- (a) Coordinate emergency activities of local participating cities in preparing and responding to a disaster.
- (b) Provide communications coordination for response agencies during a disaster.
- (c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except for mutual aid.
- (d) Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
- (e) Provide reconnaissance and field operations teams.
- (f) Provide public information and education as it pertains to disaster preparedness and response.
- (g) Coordinate the use of all available resources.
- (h) Send out regular countywide situational reports as it pertains to the incident and subsequent emergency support function activities.
- (i) Coordinate Countywide State and FEMA Public and Private Assistance programs.
- (j) Maintain current suggested operating procedures for Snohomish County Department of Emergency Management.

**12. Public Utility District #1 of Snohomish County Should:**

- (a) Restore Electrical Power on a priority basis.
- (b) Repair damaged generating facilities and equipment.
- (c) Remove downed electrical lines from roadways and other dangerous areas.
- (d) Restore water services in its area of responsibility.
- (e) Maintain communications and provide situational reports which will be sent to cities via Snohomish County DEM.

**13. Williams Pipeline Should:**

- (a) Notify the Lake Stevens Fire Protection District or EOC of a natural gas leak if discovered in the response area.

- (b) Contain or shut down the pipeline as expeditiously as possible in the event of a rupture or leak.
- (c) Maintain communications and provide situational reports to Lake Stevens EOC when requested.

## **V. DIRECTION, CONTROL, AND COORDINATION**

Protection of life, property, the environment, and the economy within City of Lake Stevens are the primary concerns of City of Lake Stevens government. As such, City of Lake Stevens shall maintain control of its own operations. Tactical control of response operations rests with the Incident/Unified Command, while operational control will be exercised from the City of Lake Stevens EOC. Within Snohomish County, multi-jurisdictional coordination will be done from the Snohomish County DEM EOC which, when necessary, will request State and/or Federal assistance through the State of Washington EMD.

## **VI. INFORMATION COLLECTION & DISSEMINATION**

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster. This collation of information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate responses can be formulated.

Information collection and sharing format will normally be by Situation Report (SITREP), which is the standard established by the Washington State Emergency Management Division. Other formats may be used when appropriate.

The following table lists information requirements, sources, and reporting frequency common to emergencies and disasters. The list should not be considered all inclusive as other information may be required based on the situation.

Information Collection Matrix – General Requirements			
What is Needed	When Needed	Comes From	Reported To
Incident Summary	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Incident Needs	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Major Issues/Activities	<b>Immediately</b>	Incident Commander(s)	Department Operations Center to Municipal EOC to County EOC
Personnel Accountability	<b>Within first two hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Communications System Status	<b>Within first two hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Evacuation or Relocation	<b>Within first two hours;</b> Once each operational period thereafter	Incident Commander(s); Public	To municipal EOC to County EOC
Facility Damage Assessment	<b>Within first four hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Utility Status	<b>Within first four hours;</b> Once each operational period thereafter	Public Works, PUD, Public	To municipal EOC to County EOC
Transportation & movement damage assessment	<b>Within first four hours;</b> Once each operational period thereafter	Public Works, Public	To municipal EOC to County EOC
Department Continuity of Operations	<b>Within first six hours;</b> Once each operational period thereafter	Department Head or Designee	To municipal EOC to County EOC
Shelter Requirements	<b>Within first six hours;</b> Once each operational period thereafter	Incident Commander(s); Red Cross; Public	To municipal EOC to County EOC
Causality Summary (deceased, missing, injured)	<b>Within first six hours;</b> Once each operational period thereafter	Fire; Police; Incident Commander(s); Public	To municipal EOC to County EOC
Status of disaster or emergency declarations	As soon as possible	Chief Elected Official	To County EOC

## **VII. COMMUNICATIONS**

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

## **VIII. ADMINISTRATION, FINANCE, AND LOGISTICS**

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### **A. Administration**

1. All organizations with disaster responsibilities should establish and maintain files of disaster related directives and forms. These files include, but are not limited to:
  - (a) Situation Reports
  - (b) Proclamations of Emergency
  - (c) Requests for Assistance
  - (d) Damage Assessment Reports
2. Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).
3. Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

### **B. Financial Management**

1. Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:
  - (a) Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
  - (b) Municipal governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.
2. Records shall be kept so disaster related expenditures and obligations of the cities, and towns can be readily identified from regular or general programs and activities.
3. Disaster-related expenditures and obligations of the cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster declaration by the President or under the statutory authority of certain federal agencies.

4. Audits of the cities' and towns' disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

**C. Logistics**

1. Each municipal department shall keep a current inventory of all resources (by NIMS resource typing):
  - (a) Resource may include but are not limited to heavy equipment, moving vans, milk trucks (for water), cold storage, construction supplies, veterinary resources, etc.
  - (b) This inventory shall be provided to Snohomish County DEM upon request and updated as necessary.
2. The executive heads of local political subdivisions "are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies" of their political subdivision and "all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law." (RCW 38.52.110 (1))

**IX. PLAN DEVELOPMENT AND MAINTENANCE**

**D. Development**

1. Any department or agency with assigned responsibilities under the CEMP may propose a change to the plan via the CEMP Suggestion Form. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating all proposed modifications to the CEMP with primary and support agencies and other stakeholders, as required.
2. After coordination has been accomplished, including receipt of the necessary signed approval supporting final change language, The City of Lake Stevens Emergency Management Coordinator will issue an official Notice of Change.
3. Once published, the change will be considered part of the CEMP for operational purposes pending a formal revision and reissuance of the entire document.

**E. Maintenance**

1. The City of Lake Stevens Comprehensive Emergency Management Plan will be updated as needed to incorporate new directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.
2. The City of Lake Stevens Emergency Management Coordinator is responsible for coordinating full reviews and updates of the CEMP every 4 years, or as needed. The review

and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies.

**F. NIMS Integration**

The City of Lake Stevens Emergency Management Coordinator is responsible for emergency management activities, utilizing the Incident Command System (ICS) / National Incident Management System (NIMS).

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**X. AUTHORITIES AND REFERENCES**

The City of Lake Stevens Comprehensive Emergency Management Plan has been developed and is maintained under the following authorities:

- A. Federal Civil Defense Act of 1950, as amended.**
- B. Public Law 93-288, "Disaster Relief Act of 1974" as amended by PL 100-707, "Robert T. Stafford Disaster Relief and Emergency Assistance Act".**
- C. Public Law 96-342, "Improved Civil Defense".**
- D. Public Law 99-49, "Superfund Amendments and Reauthorization Act of 1986".**
- E. RCW 38.52.070, Local Organizations and Local Organizations authorized-establishment, operation, emergency powers, and procedures.**
- F. National Response Framework, dated Jan 2008**
- G. 44 CFR Emergency Management and Assistance**
- H. State of Washington CEMP, dated March 2003**
- I. Snohomish County CEMP, dated Aug 2009**
- J. Revised Code of Washington (RCW) Chapter 38.52, "Emergent Management"**
- K. Washington Administrative Code (WAC) Chapter 118-04 WAC, "Emergency Worker Program"**
- L. Washington Administrative Code (WAC) Chapter 118-30-60 WAC, "Emergency Plans"**
- M. Snohomish County Code (SCC) Chapter 2.36, Emergency Management**
- N. Lake Stevens Municipal Code (LSMC) Chapter 9.68, "Mayor's Emergency Powers"**

**Lake Stevens Municipal Code Chapter 9.68  
MAYOR'S EMERGENCY POWERS**

Sections:

- 9.68.010 Proclamation of Civil Emergency
- 9.68.020 Action Which May be Taken
- 9.68.030 Delivery to News Media
- 9.68.040 Violation - Penalty

**9.68.010 Proclamation of Civil Emergency.**

Whenever riot, unlawful assembly or insurrection or the imminent threat thereof, or manmade or natural disaster occurs in the City and results in, or threatens to result in the death or injury of persons or the destruction of property to such extent as to require, in the judgment of the Mayor, extraordinary measures to protect the public peace, safety and welfare, the Mayor shall forthwith proclaim in writing the existence of a civil emergency.

**9.68.020 Action Which May Be Taken.**

Upon the proclamation of a civil emergency by the Mayor, and during the existence of such civil emergency, the Mayor or designee may make and proclaim any or all of the following orders.

- A. An order imposing a general curfew applicable to the City as a whole, or to such geographical area or areas of the City and during such hours as he/she deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
- B. An order requiring any or all business establishments to close and remain closed until further order;
- C. An order requiring the closure of any or all bars, taverns, liquor stores and other business establishments where alcoholic beverages are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of alcoholic beverages and in which such alcoholic beverages may be removed or made secure from possible seizure by the public, the portions thereof utilized for the sale of items other than alcoholic beverages may, in the discretion of the Mayor, be allowed to remain open;
- D. An order requiring the discontinuance of the sale, distribution or giving away of alcoholic beverages in any or all part of the City;
- E. An order requiring the discontinuance of the sale, distribution or giving away of firearms and/or ammunition for firearms in any or all parts of the City;

- F. An order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquor flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
- G. An order requiring that sale of gasoline be limited to emergency vehicles for preservation of human life or protection of property;
- H. An order requiring the closure of any or all business establishments where firearms and/or ammunition for firearms are sold or otherwise dispensed; provided, that with respect to those business establishments which are not primarily devoted to the sale of firearms and/or ammunition and in which such firearms and/or ammunition may be removed or made secure from possible seizure by the public, the portions thereof utilized for sale of items other than firearms and ammunition may, in the discretion of the Mayor, be allowed to remain open;
- I. An order closing to the public any or all public places, including streets, alleys, public ways, schools, parks, beaches, amusement areas and public buildings;
- J. An order prohibiting the carrying or possession of firearms or any instrument which is capable of producing bodily harm and which is carried or possessed with the intent to use the same to cause such harm; provided, that any such order shall not apply to peace officers or military personnel engaged in the performance of their official duties;
- K. Such other orders as are imminently necessary for the protection of life and property; provided, however, that any such orders shall, at the earliest practicable time, be represented to the City Council for ratification and confirmation, and if not so ratified and confirmed shall be void.

**9.68.030 Delivery to News Media.**

The Mayor or designee shall cause any proclamation issued by him/her pursuant to the authority of this chapter to be delivered to all news media within the City and shall utilize such other available means, including public address systems, as shall be necessary, in his/her judgment, to give notice of such proclamations to the public.

**9.68.040 Violation - Penalty.**

It is unlawful for anyone to fail or refuse to obey any such order proclaimed by the Mayor. Anyone convicted of a violation of this chapter shall be guilty of a misdemeanor. (Ord. 432, 1993: Ord. 15, 1961)

(Chapter 9.68 renumbered from 9.40, Ord. 448, Sec. 2, 1994)



## City of Lake Stevens

### Appendix 1 – DEFINITIONS

**Biological Agents:** The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organism that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

**Chemical Agents:** The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

**Common Program Control Broadcast Station:** An element of the Emergency Broadcast System. A primary broadcast station in each operational (local) area assigned the responsibility for coordinating the operations for the broadcasting of the common programming for the operational area.

**Consequence Management:** FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

**Crisis Management:** The FBI defines crisis management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as the basis of the City administrator's request to the Governor for a declaration of emergency or major disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

**Disaster Assistance Center:** A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Assistance Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

**Emergency:** "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 93-288)

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or human caused.

**Comprehensive Emergency Management Plan:** A Plan prepared by city, county, municipal government, or a business owner in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.

**Major Disaster:** “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion of other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.” (Public Law 93-288)

**Standard Operating Procedures:** A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Comprehensive Emergency Management Plan.

**Terrorist Incident:** The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

**Tsunami:** A wave caused by a submarine disturbance, such as an earthquake or volcanic eruption.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Voluntary Organization:** Any chartered or otherwise duly recognized tax-exempt local, state, national organization or group which has provided or may provide services to the state, local governments, or individuals in a major disaster or emergency.

City of Lake Stevens

Appendix 2 – ACRONYMS

<b>ACCESS</b>	A Central Computerized Enforcement Service System
<b>ARC</b>	American Red Cross
<b>BPA</b>	Bonneville Power Administration
<b>CAP</b>	Civil Air Patrol
<b>CEMC</b>	City Emergency Management Coordinator
<b>CEMO</b>	City Emergency Management Office
<b>CEMP</b>	Comprehensive Emergency Plan
<b>CERT</b>	Community Emergency Response Team
<b>CFR</b>	Code of Federal Regulations
<b>CMNET</b>	Comprehensive Emergency Management Network
<b>COE</b>	Corp of Engineers
<b>CP</b>	Command Post
<b>CPCS</b>	Common Program Control Station
<b>CTED</b>	Community Trade and Economic Development - Washington State
<b>DAC</b>	Disaster Assistance Council or Center
<b>DHS</b>	Department of Homeland Security
<b>DEM</b>	Department of Emergency Management - Snohomish County
<b>DNR</b>	Department of Natural Resources
<b>DRC</b>	Disaster Recovery Center
<b>EAS</b>	Emergency Alert System
<b>EM</b>	Emergency Management
<b>EMD</b>	Emergency Management Division of Washington State
<b>EMC</b>	Emergency Management Coordinator
<b>EMO</b>	Emergency Management Office
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>ESCA</b>	Emergency Services Coordinating Agency, South Snohomish County
<b>ESF</b>	Emergency Support Function
<b>FAA</b>	Federal Aviation Administration
<b>FEMA</b>	Federal Emergency Management Agency
<b>FRP</b>	Federal Response Plan
<b>HAZMAT</b>	Hazardous Material
<b>HIVA</b>	Hazardous Identification and Vulnerability Assessment
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident command System
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>MAST</b>	Military Assistance to Safety and Traffic
<b>MSCA</b>	Military Support to Civil Authorities
<b>NAWAS</b>	National Warning System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer

<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>RCW</b>	Revised Code of Washington
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendments and Reauthorization Act
<b>SBA</b>	Small Business Administration
<b>SITREP</b>	Situation Report
<b>SOP</b>	Standard Operating Procedure
<b>WAC</b>	Washington Administrative Code
<b>WMD</b>	Weapons of Mass Destruction
<b>USAR</b>	Urban Search and Rescue

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**City of Lake Stevens**

**Appendix 3 – AUTHORITIES & REFERENCE  
(Published Separately)**

**Federal**

National Response Framework (NRF) of 2008(as amended).  
National Incident Management System (NIMS) of 2004 (as amended).  
Public Law 920, “Federal Civil Defense Act of 1950” (as amended).  
Public Law 93-288, “Disaster Relief Act of 1974” as amended by PL 100-707, “Robert T. Stafford Disaster Relief and Emergency Assistance Act”.  
Public Law 96-342, “Improved Civil Defense”.  
Public Law 99-499, “Superfund Amendments and Reauthorization Act (SARA) of 1986”.

**State of Washington**

Comprehensive Emergency Management Plan (CEMP) of 2003 (as amended).  
Hazard Identification and Vulnerability Analysis (HIVA) of 2009.  
Revised Code of Washington (RCW) Chapter 38.52, “Emergency Management”.  
Washington Administrative Code (WAC) Chapter 118-04 WAC, “Emergency Worker Program”.

**Snohomish County**

Comprehensive Emergency Management Plan (CEMP) of 2009 (as amended).  
Hazard Identification and Vulnerability Analysis (HIVA) of 2004.  
Natural Hazard Mitigation Plan of 2010.  
Snohomish County Code (SCC) Chapter 2.36, “Emergency Management”.

**City of Lake Stevens**

Comprehensive Emergency Management Plan (CEMP) of 2013 (as amended).

Other Federal, State, and County laws, mandates, or guidance, as applicable

*Note: The above list is not intended to be all encompassing - additional definitions, glossary, and reference material are part of most cited supporting publications.*

**City of Lake Stevens**

**Appendix 4 – TRAINING, DRILLS, & EXERCISES**

**I. PURPOSE**

To provide a structure for evaluating the four principles of emergency management: preparedness, response, recovery and mitigation. Exercises are part of the preparedness phase. Undertake to prepare response and recovery efforts from the hazards that cannot be fully mitigated.

**II. OPERATIONAL CONCEPTS**

**A. General**

1. Preparedness education, training, and exercises are vital to facilitate the effectiveness of emergency plans and procedures.
2. Education and training of emergency response personnel takes place at all levels of government and in volunteer organizations to enhance decision-making capabilities.
3. The City of Lake Stevens will utilize all staff in designing, executing, and evaluating training, exercise, and drill for the public and private sectors. Snohomish County DEM Training Section can assist with this process.

**B. Consists of the Preparedness Cycle**

1. Planning
2. Training
3. Exercising

**C. Assess the Needs**

1. Community Hazards
2. New facilities, personnel, or equipment
3. Problems that keep reoccurring
4. New/updated Emergency Operation Plans
5. Skills that need practice
6. Role clarification

**D. Define the Scope**

1. Functions
2. Agencies and Personnel
3. Hazards
4. Geographical Area
5. Exercise Type

**E. Statement or Purpose of Exercise**

1. Goals of Exercise:

a. **Tabletop:**

- 1) Informal discussion of simulated emergency
- 2) No time pressures
- 3) Low stress
- 4) Evaluates Plans and Procedures
- 5) Resolves questions of coordination and responsibility

b. **Functional:**

- 1) Policy and Coordination personnel practice emergency response
- 2) Stressful, realistic simulation
- 3) Takes place in real-time
- 4) Emphasizes emergency functions
- 5) EOC is activated

c. **Full-Scale:**

- 1) Takes place in real-time
- 2) Employs real people and equipment
- 3) Coordinates many agencies
- 4) Tests several emergency functions
- 5) Activates the EOC
- 6) Produces high stress

2. Focus and Control of Exercise

3. Objectives of Exercise

**F. Write Exercise Directive:**

1. Invites and/or requires participation in exercise or drill
2. Written by Chief Elected Official
3. Serves as an announcement of the exercise
4. Directs participation of certain parties
5. Invites participation of other parties

**G. Develop Objectives-SMART:**

1. **Simple**-A good objective is simple and clearly phrased. It is brief and easy to understand.
2. **Measurable**-The objective sets the level of performance, so that the results are observable and you can tell when the objective has been reached. This doesn't necessarily mean you have to set a quantifiable standard.
3. **Achievable**-The objective should not be too tough to achieve. An exercise should be reasonable in light of the county or city resources.

4. Realistic-Even though an objective might be achievable, it might not be realistic given the exercise.
5. Task-Oriented-Objectives should focus on behaviors or procedures; they should relate to an individual emergency function.

**H. Compose Introductory Narrative:**

The who, what, why, where and when of the event.

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**I. Develop Major and Detailed Events in Scenario**

**J. List of Expectations**

**K. Develop Control Point**

An expected action of a player is a prerequisite for the logical, successful completion of the exercise.

**L. Prepare Problem Statements or Messages**

**M. Prepare Exercise Evaluation Form**

**N. Evaluate the Exercise**

**III. RESPONSIBILITIES – PARTICIPATING JURISDICTIONS**

**The City of Lake Stevens (in coordination with Snohomish County DEM):**

- A.** Develop and initiate local training and education programs, exercise, and drills for executives, local government, emergency response personnel, school districts, emergency workers, private businesses and the general public.
- B.** Develop special training programs that address your hazards.
- C.** Provide training, drill, and exercise information in annual progress reports to Snohomish County DEM Training Division.
- D.** Conduct various drills and exercises to validate training, plans, and procedures.



**City of Lake Stevens**

**Appendix 5 – DISTRIBUTION**

This Plan will be distributed to all participating city agencies, selected county, state, and federal government agencies, local fire district, the American Red Cross and other volunteer organizations, the Snohomish County Library System, private organizations, and any other interested parties or individuals.

This Plan is also available on the City of Lake Stevens website, located at  
<http://www.lakestevenswa.gov/>